
MEMORANDUM - OFFICE OF THE BOARD OF SELECTMEN

TO: Board of Selectmen
FROM: Michael Branley, Administrative Coordinator
RE: Weekly Update
DATE: January 4, 2012
CC: Don Jutton & Alan Gould

Next Board of Selectmen meeting January 7th at 6 p.m.

This week both building inspector Ed Hunter and I started as Town employees. Peter Hopkins was in the office Wednesday morning to go through his files and get everything in order for Ed to start that afternoon. I have enjoyed working with Peter and his good cheer around the office will surely be missed. Ed hit the ground running and reviewed the documentation for the three active building permits. He also reviewed our current building permit and is working with Wendy to put together a revised permit for your approval.

On Thursday I worked on putting together a revised personnel policy with tracked changes for your review. I have reflected the changes you have made throughout the year and have suggestions several changes and alterations in other areas. The seminar Wendy and I attended at the LGC Conference regarding personnel policies was helpful on this effort. Henry was also in to review the furnace room water situation and will work on investigating the matter to confirm the source of the water and then recommend a solution.

I also spent a lot of time this week entering bills for the end of the year and performing month end reporting. I have also been working on the 2011 report regarding the transfer station's permit.

Reminders: We have Capital Improvement Meetings Tuesday at 6:30 and Wednesday at 7:00 and the auction for Condo Unit 11 is scheduled for Saturday at 10:00 a.m.

Outstanding Projects list:

1. Tax Deeded Condo Unit 11 (**status update** – the auction is scheduled for next Saturday January 12 at 10:00 a.m.)
2. Sign Assessing Contract (**status update** – this has been approved by Marazoff and has been forwarded to Town Counsel for review)
3. Receive & Review of Facility Maintenance Plan from MRI
4. Sign Landscaping Contract
5. 2013 Budget Development & Review Process

6. Health Insurance Benefits Review Advisory Committee report (**status update** – Maureen said she expects to have a draft report next week)
7. PSNH Abatement appeal
8. FairPoint court case